



ATTENDING

- Mayor Wendy Donovan
- Deputy Mayor Oonagh Proudfoot
- Councillor Isabel Madeira-Voss
- Councillor Jennifer Ingham
- Councillor Jodi MacKay
- Councillor Mike Butler
- Councillor Wendy Elliott
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary, Amanda Brown,

ALSO ATTENDING

- Director of Finance, Mike MacLean
- Director of Planning and Development, Devin Lake
- Director of Public Works, Kevin Kerr
- Director of Parks and Recreation, Kelton Thomason (not in attendance for full meeting)
- Coordinator of Administrative Services, Vanessa Pearson

PRESENTATIONS:

- Andrew Wort – Valley Waste Resource Management

MEMBERS OF THE PUBLIC

- George Lohnes
- Rodney Southam

CALL TO ORDER

Chair, Mayor Donovan, called the meeting to order at 8:32 a.m.

Agenda Item

1. Approval of Agenda

Discussion and Decisions

01-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED:

- Addition of Town of Wolfville Acadia Scholar-Bursary Amendments as 6g.
- The In-Camera will be for Personnel under section 22(2)(c) of the *Municipal Government Act* and not for Contract Negotiations as noted in the Agenda package.

CARRIED



Agenda Item

2. Approval of Minutes

Discussion and Decisions

02-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM SPECIAL COMMITTEE OF THE WHOLE MEETING, FEBRUARY 26, 2021 BE APPROVED AS CIRCULATED.

CARRIED

**3. Presentation by
Andrew Wort – Valley
Waste Resource
Management**

- Andrew Wort provided a background of when Valley Waste was formed and a review of the Intermunicipal Service Agreement which currently has six Municipal Units.
- Review of the Management Team, Andrew Garrett, Doug Armstrong, Brenda Davidson, Ken Redden and Andrew Wort.
- Andrew Wort explained some of the accomplishments throughout the 2020-21 year with Covid, Equalizing Service, Implementation of new 4-day week collection schedule and implementation of new transportation of waste contracts.
- Review of costs and targets. VWRM costs are currently \$471/MT which is the lowest in the province.
- A review of the risks to the budget: Chester Landfill/Sustane Technologies, Construction & Demolition Debris processing, Unpredictability of waste streams.
- A review of the Capital history with limited Capital spends in the last three years.
- A review of equipment replacement capital and when the replacement would be required along with the future need for site redevelopment which will be ongoing for the next 3-4 years.
- This year's budget sees a very small increase in the revenues. Review of revenue was provided. There is a proposed increase in TIP fees.
- Review of Municipal Contributions show the Town of Wolfville is up approximately \$12,000.
- Andrew Wort provided a summary of Communications, Education and Enforcement along with Salaries and benefits and reductions.
- There is an increase of \$457,000 in long term contracts.
- It was noted there is currently an increase in Wood management with the renovations taking place over COVID which increased expenses.
- Review of TIP fee History and TIP fee projections were provided.

**4. Public
Input/Questions**

- **George Lohnes** – His intention is to raise a concern surrounding the quality of the sound with the hybrid meeting. It sounds as though Council is in a very hollow room as compared to when it was just by zoom. It is difficult as well to hear the presentations.
- He is encouraging when the presentation to Council surrounding money from COVID funds is presented to Council, he is urging Council to not go for a cheap version when purchasing technology but spend the time to



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install something that will allow the public to participate. He is further suggesting more cameras be put through the room to allow members of Council to be seen individually instead of the whole room.

5. Committee Reports

- Deputy Mayor advised the Flood Risk study was not discussed at Planning Advisory Committee and will be dealt with at the next meeting.

6. Staff Reports for Discussion

**a. RFD 011-2021:
2021-22
Operations Plan
and Budget**

- CAO Beaudin advised the Operation Plan is the same as provided in the Special Committee of the Whole meeting and minor adjustments will be made including how measurements of completion is tracked.
- Director MacLean advised this is now an RFD everything prior was information reports.
- For the 2021/22 budget this equates to a COLA of 0.3%.
- Surrounding the Capital Plan starting next year there will be a 6% annual increase.
- Review of added resources for the Town of Wolfville surrounding staff positions (Extra building inspector, Manager position in Public Works Department, Special Projects Coordinator, Climate Change Mitigation Coordinator term extended for 6 months).
- Continued resources in Public Works to address pavement conditions throughout the Town street system.
- Not included in the budget is the Devour! request for \$100,000 for Council to receive more information and it will be on its own timeline.
- Also, not in the budget, the pool at Acadia and will be dealt with as more information is received.
- Director MacLean advised there is no change in the commercial or residential tax rates from version 3 to version 4. The sewer rates however will be increasing by a 17% increase.
- Review of the 10- year debt impact and the Water Utility Budgets and the need of a rate study to be completed.
- Suggestion of a review of the Municipal Fees Policy and will be brought forward to Council at a later date.
- Council can expect to see a few Financial Condition Indicators move to yellow and/or red in the next few years.



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03-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

That Council approve the 2021/22 Town Operations Plan and related Operating Budget, Ten Year Capital Investment Plan, and the Water Utility Three Year Operating and Capital Budget, including the following details:

- **Town Operating Budget with revenue & expenditures in the amount of \$11,261,900;**
 - Residential Tax Rate of \$1.475 per hundred dollars of assessment applied to taxable residential and resource assessments;
 - Commercial Tax Rate of \$3.585 per hundred dollars of assessment applied to taxable commercial assessments;
 - Taxes to be billed by way of Interim Tax Bill (issued in April, due May 31, 2021) and Final Tax Bill (issued in August, due the September 30, 2021);
 - Interest on overdue amounts to be charged at a rate of 1.00% per month;

- **Town Capital Budget with Year 1 totaling \$4,641,500, including capital reserve funding of \$1,582,417, operating reserve funding of \$292,500, long term debt funding of \$1,124,750, Federal Gas Tax grant funding of \$810,000, ACOA grant funding of \$343,333, Provincial grant funding of \$43,000, and other/external grant/contribution funding of \$5,000, and \$400,500 from the Town's Water Utility for its share of street infrastructure projects.**

- **Water Utility Operating Budget with revenues of \$1,133,300, operating expenditures of \$981,700, and non-operating expenditures of \$176,300.**

- **Water Utility Capital Budget totaling \$865,500, including Depreciation Reserve Funding of \$385,500, Capital from Revenue Funding of \$70,000, Long Term Debt of \$230,000, and Accumulated Surplus funding of \$180,000.**

- **Fire Protection Area Rate (pursuant to Section 80 of the Municipal Government Act) of \$0.056 per hundred dollars of assessment**



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- **Business Development Area rate (pursuant to Section 56 of the Municipal Government Act) of \$0.28 per hundred dollars of commercial assessment**

- **Sewer fees**
 - Sewer usage rate of \$4.41 per 1,000 gallons of water used by customer;
 - Flat Rate fee of \$85.30 per quarter;
 - Minimum quarterly charge for any metered customer \$22.00;
 - Sewer connection fee of \$3,500, if only sewer hook up
 - Sewer connection fee of \$1,000 if hook up combined with water

- **Low Income Property Tax Exemption**
 - Income threshold to qualify a maximum of \$30,000;
 - Maximum exemption of \$750.

- **Grants to Organizations under General Government/Community Development (*not part of Community Partnership Policy*)**
 - Acadia Scholar Bursaries
\$11,000
 - Wolfville Historical Society \$5,000
 - Acadia University
 - MOU main grant allotment
\$35,000
 - MOU Events hosting contribution
\$10,000
 - One-time contributions to 3rd Party Capital Projects (per application of Town Policy)
 - Community Oven (pending MOU)
\$24,400

CARRIED

**Break – 9:45
Reconvene 9:54**



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**b. RFD 012-2021:
Debt Guarantees –
Valley Waste**

- Director MacLean advised there is nothing further outside of the motion.

04-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

That Council guarantees a share of the Valley Waste Resource Management Authority's February Temporary Borrowing Resolution/Debenture Refinance 36A-1 (in the amount of \$462,731), with Wolfville's share being 8.31% or \$38,453 as per attached loan guarantee form.

CARRIED

**c. RFD 013-2021:
COVID Safe
Reopening Grant**

- Director MacLean provided an overview, so the dollar amount and the uses are transparent to the general public.
- It was noted Wolfville received \$384,657 towards the pressures of COVID. The breakdown is as follows: Town Operations \$322,257 and Transit Related \$62,400.
- The funds are to be used for addressing increased operating costs resulting from a reduction in revenue du tot Covid, implement social distancing, support safe transit.
- The intended use of the COVID SRA funds are for the following: Lost water/sewer revenues; lost interest on investments; decreased interest on arrears during the period Council waived the requirement to charge the penalty on customers' accounts; Allowance to cover expected reductions in commercial assessments in 2021/22 and 2022/23 as PVSC starts to deal with reduced business incomes, ultimately impacting assessment valuations.
- Increased operating costs – obtain appropriate PPE (sanitizer, plexi-glass, and masks), signage at Town Hall to ensure public health protocols being followed.
- Costs to adapt to a virtual meeting platform for Town Meetings. It also relates to work currently underway in adapting technology in the Council Chambers to provide a higher quality virtual link to the public.
- Additional costs of the election such as extra staff, resources, and polling stations.
- The Town's Stay Healthy Main Street Pilot project in relation to active transportation.
- Six-month extension of the Town's Climate Mitigation Coordinator.
- Increase of the Town share for King's Transit.



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- The amounts provided are estimates only and the Province has advised funds can be carried over.
- \$191,916 has currently been allotted for without the election costs included. There is a remaining amount of \$130,341 will be carried over to operating reserves.

05-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

That Council approve the framework included in this RFD for use of COVID SRA funds for fiscal 2020/21 and acknowledge a portion of the funds will be placed in an Operating Reserve to be used in the next fiscal year as per the framework recommended.

CARRIED

**d. RFD 014-2021:
Spring Debenture
Pre-Approval**

- Director MacLean provided an update the two projects going forward in the Spring Debenture project are the Solar Panels and Land Acquisition for a total borrowing of \$368,600. He further advised projects have to be completed to participate in the spring debenture program and the Wastewater Project is not completed as of yet.

06-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

That Council approve the attached resolution for pre-approval of participation in the Spring Debenture Issue, with the following maximum parameters:

Solar Panels – Public Works Building

\$160,000 10 years

Land Acquisition – East End Gateway

\$208,600 15 years

TOTAL BORROWING

\$368,600

Maximum average interest rate set at 5.5%

CARRIED



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**e. RFD 015-2021:
Flood Risk Final
Report**

- Director Lake provided a presentation surrounding the Flood Risk Final Study Report. A review of the areas at risk of Saltwater Flooding was provided.
- A detailed background was provided surrounding how the report was created which involved a detailed analysis, a stormwater management plan, feedback and questions from ESC and PAC and a final version will be presented and discussed at both Committees in March and presented to Council. The Province was also consulted on “Costal Protection Act”.
- Review of the anticipated impacts such as existing and projected future rainfall intensities, tidal increases, and storm surge flooding.
- It was noted the Land Use By-law mapping incorporates previous flooding indications along with findings from the study.
- Director Lake reviewed the study recommendations which included: Communication and Education, connecting the 2 dyke systems and living shoreline, Sewer Treatment and Lift Stations, Flood Forecasting/Warning System and Monitoring and Future Actions. It was noted signage should be put in place along the waterfront and information provided to homeowners.

07-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

That Council adopt the recommendations of the attached Town of Wolfville Flood Risk Mitigation Plan, prepared by CBCL Consulting Engineers, to inform regulatory approaches to development, operational and capital budget decision making and other relevant matters.

CARRIED

**f. RFD 016-2021:
Development
Agreement
Discharges**

- Director Lake advised the agreements are no longer required given the new MPS and would like to have them fully discharged. Advised this is more a housekeeping item.

08-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:



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That Council approve the discharge of the following Development Agreements including subsequent amendments:

- **DA-02-04 Whispering Creek Village - AAC Developments Inc. or mixed density development.**
- **DA-02-06 Pompano Estates – MIR I Developments Inc. for a mixed density development.**

CARRIED

**g. RFD 017-2021:
Town of Wolfville
Acadia Scholar-
Bursary
Amendments**

- CAO Beaudin advised they are currently working with Acadia to make changes to the criteria surrounding the bursary qualifications. The changes will allow for more students to be eligible for the bursaries.
- The RFD contains the proposed approved changes, and the RFD will be placed on the Town’s website for the public to review.

09-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

That Council approve the proposed changes to the Town of Wolfville Acadia Scholar-Bursary Program.

CARRIED

7. CAO Report

- CAO Beaudin provided a summary of the report and noted the budget and operation plan has consumed a lot of the staff’s time.
- It was noted with the Special Projects Coordinator and Public Works Manager there has been a lot of interest and it is hopeful interviews will start in the next week.
- PACE continues to do work and there will be an RFD provided to Council in April.

**8. Committee Reports
(External)**

- Deputy Mayor advised Ontario is thinking of changing from defined routes and going to a booking system for where the individual is going.



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9. Public Input/Question Period	<ul style="list-style-type: none">• George Lohnes – Question surrounding Acadia Bursary program and is it limited to Wolfville residents or does it go beyond the boundaries of the Town and if it does, why? CAO advised a copy of the RFD was provided to him and the ones that self- identify will be opened to the Province.• We live in a small town and while he appreciates others in the Province, this is being funded by taxpayers of Wolfville and it should be limited to those students.
10. Adjournment of Regular Meeting to In-Camera	10-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING ADJOURN TO IN-CAMERA MEETING UNDER SECTION 22(2)(c) OF THE MUNICIPAL GOVERNMENT ACT AT 11:08 A.M. CARRIED
11. Adjournment of In-Camera Meeting and Regular Meeting	11-03-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND REGULAR COMMITTEE OF THE WHOLE MEETING ADJOURN AT 11:51 A.M. CARRIED

**Approved by Committee of the Whole Motion 04-05-21, May 4, 2021
As recorded by Amanda Brown, Assistant, Office of the CAO.**